

ADMINISTRATIVE INTERNAL USE ONLY

OIT-1294-88

9 DEC 1988

MEMORANDUM FOR: Director of Equal Employment Opportunity

FROM: Edward J. Maloney  
Director of Information Technology

SUBJECT: Proposal for Workshops for Managers and Co-workers of Hearing Impaired Employees

1. ACTION REQUESTED: This memorandum requests that the Equal Employment Opportunity Office (EEO) and Office of Training and Education (OTE) assume the sponsorship of a "Managers of Hearing Impaired Employees Workshop" that was formerly given by the Office of Information Technology (OIT).

2. BACKGROUND: OIT sponsored a "Managers of Hearing Impaired Employees Workshop" on 14 September 1988. It was conducted by OIT's contract signer, [redacted] OIT management is strongly committed to the career growth of its hearing impaired employees and to creating a positive work environment to encourage their full participation. Therefore, we conducted this special workshop for our managers to give them a better understanding of this particular handicap and the unique needs associated with it. Some of the topics discussed in the workshop were (a) proper use of an interpreter and when to use or not use the interpreter, (b) myths of deafness, (c) barriers for communication, (d) basic signs to help communication, and (e) use of the TTD Telephone Device.

3. [redacted] Handicap Program Manager, EEO, felt that because there are hearing impaired employees in other offices and directorates, this course should be offered agencywide. The OIT Training Branch agrees and since the course would be serving the general population throughout the Agency, would like to transfer the responsibility for the course to the EEO Office. It is our understanding that EEO does not have funds for training classes but can operate in conjunction with OTE, with EEO sponsoring the course and OTE conducting the course. For your planning purposes, following are the approximate costs and administrative details for the workshop OIT held for 30 attendees. The course ran four hours. Total instructor fees were \$90 [redacted] earns \$50 the first two hours and \$20 each additional hour). The OIT Training Branch provided a course coordinator who handled the advertisement, conference room, student supplies, typed and duplicated materials for handout, and classroom set up.

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STAT 4. RECOMMENDATIONS: In meetings held 24 October between [ ] and  
representatives of OIT, the following recommendations were suggested for future  
STAT runnings of the workshop: that the workshop be sponsored by EEO and offered  
STAT agencywide; that the audience comprise both managers and co-workers of hearing  
impaired employees and the workshop name be changed to reflect this; that the  
managers include the reviewing officer and rating officer; that it be held a  
full day, with the first part covering general material and the latter part  
covering material specific to managers; that the class size be from 20 to 25  
students; that it be offered two times a year on a continuing basis. Since one  
of the highlights of the workshop was the assistance of [ ] an OIT  
hearing impaired employee, we recommend that other directorates ask their  
hearing impaired employees to assist with the workshop. [ ] suggested  
trying to run the first class the first week of May, which is Deaf Awareness  
Week.

STAT 5. Questions regarding this proposal may be directed to [ ]  
STAT Chief, Training Branch, OIT. He can be contacted [ ]  
SIAI [ ]

Edward J. Maloney

cc: D/OTE

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